

ANNEXATION APPLICATION

Evansville, Wisconsin

Version: December 2017

General instructions. Complete this application as it applies to your project and submit 12 copies to the City Clerk along with the required application fee. Before you formally submit your application and fee, you may submit one copy to the Community Development Director, who will ensure it is complete. If you have any questions, contact the Community Development Director at 608.882.2263 or colette.spranger@ci.evansville.wi.gov. You may download this file as a Microsoft Word file off of the City's website at: www.ci.evansville.wi.gov.

- Office Use Only -

Initial application fee	\$150
Receipt number	_____
Date of pre-application meeting	_____
Date of determination of completeness	_____
Name of zoning administrator	_____
Date of Plan Commission review	_____
Application number	_____

1. Applicant information

Applicant name _____

Street address _____

City _____

State and zip code _____

Daytime telephone number _____

Fax number, if any _____

E-mail, if any _____

2. Property owner information, if different than applicant. Attach additional pages as necessary

	Property Owner 1	Property Owner 2	Property Owner 3
Name			
Street address			
City			
State and zip code			

3. Agent contact information Include the names of agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	Agent 1	Agent 2	Agent 3
Name			
Company			
Street address			
City			
State and zip code			
Daytime telephone number			
Fax number, if any			
E-mail, if any			

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4. Subject property information

Parcel number(s)	6 – 20 – _____ . _____	6 – 20 – _____ . _____	6 – 20 – _____ . _____
	6 – 20 – _____ . _____	6 – 20 – _____ . _____	6 – 20 – _____ . _____
Current Town zoning classification(s)	Note: The parcel number can be found on the tax bill for the property or may be obtained from Rock County or the City.		

5. Land uses. From the following list, indicate those land uses currently on the property and those uses which would occur after annexation.

Current	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Agriculture
<input type="checkbox"/>	<input type="checkbox"/>	Single-family residential
<input type="checkbox"/>	<input type="checkbox"/>	Multi-family residential
<input type="checkbox"/>	<input type="checkbox"/>	Commercial
<input type="checkbox"/>	<input type="checkbox"/>	Institutional
<input type="checkbox"/>	<input type="checkbox"/>	Industrial
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

6. Subject property information

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does the subject property contain any contaminated soils, buried solid waste, or any other man-made constraint to development?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any underground storage tanks (active or abandoned) on the subject property?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any septic systems (active or abandoned) on the subject property?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any wells (active or abandoned) on the subject property?
<input type="checkbox"/>	<input type="checkbox"/>	Do the boundary lines of the land to be annexed follow the boundary lines of legally defined parcels? If no, provide documentation showing that the portion to remain in the town will be consistent with the town's/county's zoning requirements in terms of lot area and other dimensional requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed annexation consistent with the city's current comprehensive plan? If no, please provide your reasons to justify the annexation in part 7 of this form and submit an application to amend the city's comprehensive plan. Pursuant to Section 16-4 of the Municipal Code, the common council may not approve an annexation that is inconsistent with the city's comprehensive plan.

7. Reasons for annexation. Explain your reasons for requesting annexation.

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8. Attachments. Attach the following to this application in the number specified and as described.

- a. Subject property map (12 copies) -- The map shall be at a scale which is not less 1" equals 600'. Page size shall not exceed 24" by 36". The map shall show the perimeter of the subject property, boundary line dimensions, a graphic scale, and a north arrow.
- b. Location map (12 copies) -- The map shall be prepared at a suitable scale to clearly show the subject property and all other lands within 250 feet of the subject property, together with the names and addresses of the property owners, scale, and north arrow. This map may be provided at the discretion of the zoning administrator.
- c. The annexation petition that has been or will be submitted to the Wisconsin Department of Administration (one copy)
- d. Covenants or deed restrictions that currently apply to any portion of the subject property (one copy)

9. Concurrent applications. Submit the following applications to the city for review as may be appropriate.

- a. If the proposed annexation is inconsistent with the city's comprehensive plan, you will need to submit an application to amend the comprehensive plan so as to create consistency between the annexation and the plan. (Note: Submission of an annexation application does not obligate the city to amend the city's comprehensive plan.)
- b. If the current zoning of the land to be annexed is not agricultural, you will need to submit an application to amend the zoning map.

10. Other information. You may provide any other information you feel will assist city staff, the City Council, and the Plan Commission with the review of this application.

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11. Applicant certification

- ◆ I certify that the application is true as of the date it was submitted to the City for review.
- ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the reimbursement agreement included as part of this application.
- ◆ I understand that submission of this application authorizes city officials, plan commission members, employees, and other designated agents to enter the subject property to conduct whatever site investigations are necessary to review this application. This does not authorize any individual to enter any structure on the property.

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Applicant Signature

Date

Governing Regulations The procedures and standards governing this application process are found in Chapter 16 of the Municipal Code.

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Reimbursement Agreement for Application Review Costs

Part A. Payment for Review Services.

By submitting this application to the City for review, the applicant agrees to pay all administrative costs incurred by the City for the processing, study and review of the application (referred to herein as eligible costs) including, without limitation because of enumeration, costs for planning, legal, and engineering services and general administration costs incurred by the City in connection with this review.

Part B. Guarantee of Payment.

The applicant agrees to guarantee reimbursement by depositing with the City Clerk/Treasurer an irrevocable letter of credit in the name of the City in the principal sum of or a cash deposit in the amount of \$2,500, or an amount as may be set by the City Administrator.

If a cash deposit is used to guarantee reimbursement, the City will periodically deduct from the cash account such amounts to pay for eligible costs and submit a written statement to the applicant. If a letter of credit is used, the applicant agrees to pay such amounts as invoiced within seven (7) days of the invoice date. Interest of one and one-half (1½) percent shall be charged on invoices not paid within thirty (30) days of the invoice date. The City shall access the letter of credit to pay for overdue invoices and submit a written notice to the applicant.

If monies in the cash account, including earned interest, or the principal amount of the irrevocable letter of credit are insufficient to pay for eligible costs, the applicant agrees to deposit required additional amounts upon demand by the City Clerk/Treasurer. If the applicant does not pay for eligible costs as provided for herein, the City Clerk/Treasurer shall add the outstanding balance to the tax roll as a special assessment against the subject property.

The applicant may withdraw this application prior to final action by the City Council by submitting a written letter to the City. Upon such notice, the City shall cease all work related to the review of the application. However, withdrawal of this application does not terminate this reimbursement agreement.

Part C. Termination of Guarantee.

If a cash deposit is used to guarantee reimbursement, the City agrees to reimburse the applicant any unused monies in the cash account, including earned interest, within sixty (60) days of the date when the City Council takes final action on the application. If a letter of credit is used, the City shall send a written letter to the applicant releasing the applicant from the letter of credit when all outstanding invoices have been paid.

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Applicant Signature

Date